

MONROE COUNTY

JOB DESCRIPTION

Position Title: BUSINESS MANAGER	Date: 09/4/98
Position Level: 7	FLSA Status: Nonexempt
Class Code: 7-29	

GENERAL DESCRIPTION

Primary function is to maintain the business records for the Library System which includes maintenance of fiscal records/deposits and clerical duties associated with personnel and purchasing functions.

KEY RESPONSIBILITIES

1. * Assists in budget preparation for all five libraries, administrative and technical services.
 2. *Process and submit Library invoices/PO's for payment. Reviews encumbrances as to availability of funds.
 3. *Analyzes statistical, fiscal and payroll records of the five (5) libraries.
 4. Prepare and make weekly deposits for all five (5) libraries.
 5. Ensure proper maintenance of facilities and vehicles and that all contractual requirements are established and met.
 6. Responsible for ordering all office/operating supplies for all five (5) libraries.
 7. Prepare periodic reports, copy and distribute.
 8. Maintains alphabetical and chronological files and records of office correspondence documents, reports, and other material.
 9. Types drafts, final reports and other narrative and performs all clerical work for the Key West Library.
 10. Prepare departmental items (donations, contract) for the County Commission Agenda.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: BUSINESS MGR	Class Code: 7-29	Position Level: 7
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Experience with the County Purchasing and Personnel policies is helpful. May require evenings and Saturdays.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	
Name: _____	Signature: _____ Date: _____
<i>County Administrator:</i>	
Name: _____	Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

